



MARYLAND TERRORISM ADVISORY SYSTEM

ELEVATED THREAT LEVEL RESPONSE

Directive: 13 – 108

Date of Issue: July 2013 Amends/Cancels: 08-07

I. PURPOSE

The purpose of this Directive is to provide additional physical security measures in the event the national threat level is upgraded. “Maryland Terrorism Advisory System”

II. POLICY

All members of DGS-MCP will strictly adhere to the procedures set forth in this Directive. This will be done in order to preserve the safety and security of those who work at or visit DGS-MCP secured facilities.

III. PROCEDURES

A. The following procedures will take place immediately upon notification of a threat level increase. The security enhancements will remain in effect until the threat subsides or the security upgrade(s) is deemed no longer prudent by Chief of Police or his designee.

1. Strict enforcement of current security measures (code yellow National Alert Status)
2. Immediate exterior perimeter check of all DGS-MCP managed facilities.
3. Routine perimeter checks will be made and documented.
4. Buildings
 - a. There will be only one entrance/exit to each building. This entrance will be manned by police/security personnel. In the event of a fire alarm or other evacuation, all doors will be unlocked for personnel to exit. Once the all clear is given, doors will be re-secured and all personnel will enter through the original checkpoint.
 - b. Employees entering will be expected to present their Security card to DGS-MCP staff. The Officer will physically look at the Security card to ensure the photo matches the face, has not expired, and is not fraudulent. If an employee does not have their Security card in their possession, they will be processed as a visitor.
 - c. A positive identification will be made by the staff member ensuring the photo matches the face, has not expired and is not fraudulent.

- d. Employees not in possession of their Security card will be processed as visitors once they have been authorized for entry by a supervisor of the employing agency.
- e. All visitors will check in at the security desk. They must present a valid photo I.D., state their business, and sign in on the visitor log. The agency they wish to visit will be contacted and advised that a visitor is on their way. If the visitor is carrying any type of bag the item *may* be subject to inspection. They must agree to open said item for inspection. If the visitor does not agree to this inspection they will be denied access to the building and a DGS-MCP Officer will be notified to respond. All visitors cleared will be issued a date stamped visitor I.D. badge.
- f. Vendors will be treated as visitors and all visitor rules apply. All vendors using the loading docks must report their delivery to DGS-MCP personnel before the delivery is made. The agency receiving the delivery is made. The agency receiving the delivery must respond to the loading dock to check and receive the delivery.

5. Garage Entrance

- a. All vehicles will be stopped by garage personnel. Only those in possession of a Security card with prox privilege or who have been added to the visitors list will be granted access. All who enter the garage will present a valid photo I.D., including any visitors within the vehicle. DGS-MCP staff will not accept any additions to the visitors list unless it is cleared by the Superintendent's Office or DGS-MCP.
- b. DGS-MCP will have a Police Officer posted at all garage entrances during an upgraded alert status.

6. Vehicle Interdiction/Inspections

- a. Police Officers assigned to garage post will conduct vehicle interdiction/inspections daily. This protocol will be in place the entire time the garage is open.
- b. Vehicle interdictions/inspections will consist of but not be limited to the under carriage, the trunk, plain view interior, and under the hood.
- c. All *visitors* entering a DGS-MCP secured garage will have their vehicle inspected regardless if they are on the visitors list. If they appear on the visitors list daily, they will be inspected daily.
- d. All vehicles meeting the inspection criteria of the day will have their vehicles inspected regardless of their position with the state.
- e. Those who wish to enter the garage must comply with the interdiction/inspection. Those choosing not to comply will be denied access and encouraged to park elsewhere.

7. Streets Surrounding State Buildings

- a. DGS-MCP will make constant patrols around all State facilities. DGS-MCP will determine where vehicles will be permitted to park. Restricted parking areas will be manned by a DGS-MCP Officer who will enforce the restrictions. ***Special attention will be given to vans, trucks, and similar vehicles attempting to park close to buildings.***
- b. Strict enforcement of all parking rules and regulations will be initiated. This includes parking meters. Areas governed by signs, and double parking.
- c. Routine foot patrols will be conducted around the perimeter of the buildings with a focus on suspicious items left in flower beds, under steps, trash bins and any other potential hiding places. ***At no time will a suspicious package or item be tampered with.*** If located, a supervisor will respond to assess and make appropriate contacts.

8. Bomb Threats

- a. Bomb Threats will be handled on a case-by-case basis and according to information received at the subject building. It will be crucial to respond in a quick and safe manner, gather all pertinent information and consult Allied Law Enforcement and Fire Department Commanders. The decision to evacuate will be based on the total assessment of information and conditions with the concurrence of the Secretary of the Department of General Services, and the DGS-MCP Chief of Police (or his designee). All those evacuated will be directed at least 300 feet from the subject building.
- B. The following post staffing plan will be implemented in the event of an upgrade to in the National Threat Level. Special attention will be given to the Lab Tower (DHMH) and the State House as these buildings are considered high potential targets.

1. Annapolis

a. Foot Patrol Posts:

- (1) Foot Patrol #1 – assigned to patrol the exteriors of the Legislative Service, House of Delegates, Central Services, upper and lower B-lot and surrounding streets.
- (2) Foot Patrol #2 – assigned to patrol the exteriors of the James and Miller Senate Office Buildings, Tax/Treasury, Attman Glazier Buildings and the surrounding streets.
- (3) Foot Patrol #3 – assigned to patrol the exteriors of the State House, Jeffrey Building, Shaw House and surrounding streets.
- (4) Foot Patrol #4 – Patrol the exteriors of the Tawes Building, Court of Appeals, Archives, District Court Building, and surrounding streets.

- b. Truck Interdiction Post #114 – Will stand outside vehicle. Exact hours will be determined as the alert level changes.
- c. Loading docks will be monitored by a Police Officer as needed.
- d. Mobile Patrols – will be increased around the clock beginning with the notification of threat level upgrade.
- e. Calvert/Bladen location – Marked vehicle.
- f. Parking – Unauthorized vehicles parked in Tow Zones will be towed without warning.
- g. As always, special attention will be paid to the State House and Government House. Parking violations will be strictly enforced. Officers will be alert to all types of vehicles. Delivery trucks will be directed to the appropriate locations.

2. Baltimore

- a. A minimum of two mobile units will be active 24 hours a day seven days a week. A heavy concentration on the 5th Regiment Armory, C lot, and 6 St. Paul is advised.
- b. A Police Officer will be assigned to a foot patrol post in front of the 301 and 201 building. 24x7
- c. A Police Officer will be assigned a foot patrol post at the corner of MLK and Howard Street. 24x7
- d. Parking – unauthorized vehicles parked in tow zones will be towed without warning.